FmHA Enstruction 2048-D Exhibit A

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SEE REVERSE FOR INSTRUCTIONS

(7-2-76) "P" PN 638

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Form AD-332 prepared in offices with delegated classification authority.

Refer to Exhibit D for the number of copies and distribution.

Refer to chapter II, Appendix N, of MODE Manual for instructions on individual blocks.

Block 3: A new position requires a new position number.

FLSA Status and SUPV/MGR blocks are always completed.

 \mbox{MOHR} EMP Code block is completed for positions at the grade level GS-12 and above.

Block 6: Codes 1 and 3 indicate classification of a new position.

Block 10: In agency line, type "Classified under delegated authority:"

Blocks 10-13: Official position title, pay plan, occupational series, grade, effective date, and classification delegate's initials are inserted in field line.

Blocks 22-29: These blocks are left blank if block 6 is coded 1, 3, 5, or 6; completed if block 6 is coded 2 or 4.

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SEE REVERSE FOR INSTRUCTIONS

(7-2-76) "P" PN 638

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AGENCY USE

Form AD-332 prepared in offices without delegated classification authority.

Refer to Exhibit D for the number of copies and distribution.

Refer to chapter II, Appendix N, of MODE Manual for instructions on individual blocks.

Block 3: A new position in lieu of existing position requires a new position number.

FLSA Status and SUPV/MGR blocks are always completed.

MOHR EMP CODE block is completed for positions at the grade level GS-12 and above.

Block 6: Codes 2 and 4 indicate classification of a new position, in lieu of a former position.

Block 10: In department line, type "Classified under delegated authority:"

Block 10-13: Official position title, pay plan, occupational series, grade, and employment officer's initials are inserted in field line. The agency line is completed by the classification delegate.

Blocks 22-29: These blocks are completed if block 6 is coded 2 or 4; left blank if block 6 is coded 1, 3, 5, or 6.

Farmers Home Administration (FmHA)
Position Description Format and Content Guidelines:

Official Title (Functional Title)

Schedule - Series Code - Grade Position No.

Principal Duties and Responsibilities:

2 3

4

and so forth

Notes: Individual duties items are numbered.

Show most important or grade controlling items first.

Be clear, concise, specific and avoid ambiguous terms.

Show estimated percentages of working time after individual items whenever this information is essential to determination of grade

level of work performed in clerical or "mixed" positions.

Supervisory Relationships:

Narrative paragraph to include: Type of supervision received; supervision given, if any; and guidelines used.

Knowledge, Skill, and Ability Requirements:

1 2 3

and so forth.

Notes: Individual items are numbered.

Requirements are expressed by degree. (See FmHA Instruction-230.5).

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(The position description is prepared in an original and four copies. Position description is typed on front (discontinue typing on the reverse side) of bond paper. Additional sheets may be needed to complete the job description.

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DISTRIBUTION OF FORM AD-332 "POSITION DESCRIPTION," AND POSITION DESCRIPTION ATTACHMENT

Abbreviations used in tabular chart:

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*Copy of Form AD-332 only sent to NFC when action applies to a vacant position. Refer to chapter II, section J, MODE Manual. Surplus copies of Form AD-332 may be destroyed.

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Cases requiring special administrative clearance.

- a Whenever a draft of proposed duties statement is submitted with the memorandum justifying a new kind or level of a nonstandard position, the Form AD-332 and final position description attachment are not prepared until notice of approval is received. Regular distribution is then applicable.
- b The Form AD-332 for a position not within the authority of the classification delegate of the office (see paragraph 2045.652 (b) (i) of FmHA Instruction 2045-N) will be submitted in the same manner as shown for State Offices without classification authority serviced by the National Office.

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Redescribed 10/3/67. This master classification action for SJ-66 standard position of Assistant County Supervisor GS-475-9 covers *16 positions in (State) budgetarily authorized for establishment under delegated employment authority. See attachment for position number. location and establishment date.

*Enter appropriate number in pencil to permit continuing revise ons

AGENCY USE

(7-2-76) "P" PN 638

SJ66 ASSISTANT COUNTY SUPERVISOR GS-475-9 STANDARD POSITIONS ESTABLISHED IN NEBRASKA JURISDICTIONAL AREA AS FOLLOWS:

POSITION NUMBER	LOCATION	DATE ESTABLISHED	DATE REDESCRIBED	ORIGINALLY CLASSIFIED AS NONSTANDARD
NB698	Beatrice	07 17 66	11 05 67	
NB757	Albion	08 27 67	11 05 67	
NB766	Alliance	09 10 67 aboli	shed 10-27-67	

Each of the above listed positions is "nonsensitive" unless specifically designated otherwise.

(7-2-76) "P" PN 638 1 (See reverse for instructions)

FmHA Instruction 2048-D Exhibit F

It is important that this record on each standard job be kept current. It is the only record of the establishment and abolishment of standard positions. The list should be posted at the time the personnel action is processed.

Add the column "Date Redescribed" and enter date of standard position "Redescription" action whenever such action is taken.

Add the column "Originally Classified as Nonstandard" and record date of position's original classification as "nonstandard" when position's conversion to "standard" is recorded in "Date Established" column.

"S" inserted following the position number indicates the position is "sensitive."

"T" inserted following the position number means "Temporary" to identify positions designated as temporary on basis of authorization memorandum.

Standard positions which have been administratively authorized but are pending final establishment by personnel action will be listed in pencil without position number until such time as establishment is accomplished.

When a position is abolished, the entire listing for the specific standard job will be lined out in ink and the effective date noted. Between the time a positi n is scheduled for abolishment and actually abolished, the position should be flagged "TBA" (to be abolished).

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SEE REVERSE FOR INSTRUCTIONS

(7-2-76) "P" PN 638

Establishing a Vacant Standard Job In the Position Master.

Form is prepared in same manner in all offices, with or without classification authority.

Refer to chapter II, Appendix N, of MODE Manual for instructions on individual blocks.

FLSA Status and SUPV/MGR blocks are always completed.

MOHR EMP CODE block is completed for positions at the grade level GS-12 and above.

Blocks 6 and 22-29: If block 6 is coded 1 or 3, blocks 22 are left blank. If block 6 is coded 2 or 4, blocks 22-29 are completed. The standard job number is not shown in block 23, only the position number.

Block 10: Type in "Established under delegated authority" on the agency line.

Block 11: Refer to Exhibits A and B of FmHA Instruction $\frac{2048-B}{211.5}$ for functional code, when applicable. "P" PN 645,1-14-77

Block 13: Employment Officer's initials in this block.

The National Finance Center (NFC) control copy is transmitted to NFC by Form AD-337, "Transmittal - Personnel and Payroll Forms."

The original is filed in manila folders prepared and filed under requirements of paragraph II A of FmHA Instruction 219.6. 2048-I.

One copy to National Office. "PPN LAS, 1-14-77

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(7-2-76) "P" PN 638

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AGENCY USE

Additional instructions on completing specific blocks on a redescription.

Block 6: Codes 2 and 4 (Codes 2 and 4 are used for both an in lieu of position and revision. See MODE Manual, chapter II, Appendix N, block 6).

Blocks 12 & 13: Transfer the date and manual initials from the superseded "Position Description" form (that is, blocks 13 and 14 of Form AD-332, dated 12-1-62, blocks 12 and 13 of Form AD-332 revised 5-68, 1-71 and 1-75), typing them in blocks 12 and 13, and add an asterisk after the initials.

Block 21: The State Director or Director, Finance Office, (or Acting) will sign and date for a current certification.

Blocks 22-29: Complete even though all entries, including position number, are repetitious of information in other blocks.

Block 30: Enter for current redescription: "*Redescription action approved:" The approving classification delegate will manually add date and initials to complete this statement on all copies.

This redescription replaces the obsolete Form AD-332 and position description which should be destroyed.

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Additional instructions on completing specific blocks on a redescription of a redescription.

Block 6: Codes 2 and 4 (Codes 2 and 4 are used for both an in lieu of position and revision. See MODE Manual, chapter II, Appendix N, block 6).

Blocks 12 & 13: Transfer the date and manual initials from the superseded "Position Description" form (blocks 13 and 14 of Form AD-332 dated 12-1-62, and blocks 12 and 13 of Form AD-332 revised 5-68, 1-71 and 1-75), typing them in blocks 12 and 13, and add an asterisk after the initials.

Block 21: The State Director or Director, Finance Office, (or Acting) will sign and date for a current certification.

Blocks 22 and 29: Complete even though all entries, including position number, are repetitious of information in other blocks.

Block 30: Type any information available concerning dates of previous redescriptions. Enter for current redescription: "*Redescription action approved:" The approving classification delegate will manually add date and initials to complete this statement on all copies.

This redescription replaces the obsolete <u>Form AD-332</u> and position description which should be destroyed.

Form FHA 212-1 (Rev. 3-18-68)

UNITED STATES DEPARTMENT OF AGRICULTURE FARMERS HOME ADMINISTRATION

То	:	
From	:	
Subje	act: Change in Position Description	
	Your official position description has been changed as indicated below. On of this memorandum appearing under the heading which has been checked	ly that portion applies to the
	position description for your position, number, titled	:
	REDESCRIPTION: Your position description has been revised for editoric bring the material up-to-date. There is no basic change in your previously assignment. A copy of the revised position description is attached for your per to replace the one you now have. Since this revision is now your official potion, a copy has also been placed in your personnel folder and all other officeords of your position description have been changed accordingly. Your also been given a copy of your revised position description.	approved work ersonal records sition descrip- cial personnel supervisor has
	CONVERSION: Your position has been converted (see paragraph IV B of F 210.1): 2048-A	HA Instruction
2871	from standard to nonstandard	
	from nonstandard to standard	
	AMENDMENT: Your position description has been amended to adjust or realigneferences or other items to conditions which have arisen since original These changes are not significant enough to warrant a complete redescription in significant change in your assigned duties. All official personnel reconformed and a copy of this letter has been forwarded to your supervisor, copy of the position description should be corrected as follows:	preparations. n and there is rds have been
	<u>. </u>	
(7-2	Attachment 2-76) ''P'' PN 638 1	GPO 815-370

FmHA Instruction 2048-D Exhibit J

This form is used to notify an employee and his supervisor of a change in his position description. A copy is also filed on the temporary side of the official personnel folder. States with classification authority will also send a copy to the National Office to conform their records if the change in an amendment.

The form is addressed to the employee and from the Employment Officer.

In the first paragraph, enter the position number and title.

Check the appropriate block or blocks to indicate the type of classification action. If it is an amendment action, follow this paragraph with the corrections to be made in the description.

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Redescription and conversion to nonstandard position without change in duties and responsibilities of an SJ-110 position established 03/20/70.

(7-2-76) "P" PN 638

FmHA Instruction 2048-D Exhibit K

Form AD-332 converting a standard job to nonstandard.

The number of copies and distribution will be the same as for a new non-standard position.

The position number entered in block 3 is the same as previously assigned to the standard position.

The "SJ" identification number is omitted in block 4.

MOHR EMP CODE block is completed for positions at the grade level GS-12 and above.

Show code 2 or 4 in block 6.

Complete blocks 22-29 even though the same information is given elsewhere on the form.

In block 30 type the following or comparable statement: "Conversion (or 'Redescription and conversion,' when appropriate) to nonstandard position without change in duties of an SJ (number) position established (date)."

A classification delegate must date and initial items 12 and 13.

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Title of Personnel Clerk revised in both official and working title 04/04/67 due to change in CSC Classification Standards.

FmHA Instruction 2048-D Exhibit L

Change in title and/or series code for nonstandard position.

Retyped form will be prepared in the same number of copies as required for a new position. The information thereon will be verbatim to that on the existing Form AD-332 except:

Enter code 2 or 4 in block 6.

Enter the new title and/or series code in blocks 10 and 11.

Type the original classification date and manual initials in blocks 12 and 13.

Complete blocks 22-29 even though all entries, including position number, are repetitious of information in other blocks.

Include an explanatory statement under block 30, for example, "Title of (old title) and series code (old code) revised (date change effected) due to change in CSC position classification standards."

Employment Officers will sign with the current date. The approval initials of a classification delegate are not required.

This Form is stapled on top of original Form AD-332.

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REMARKS:DESCRIPTION OF DUTIES ATTACHED)
Title of Farm Management Supervisor revised 11/05/67 due to change in CSC position classification standards.

(REV. 1-75)

Form AD=332 prepared to notify National Finance Center (NFC) of the change in title or series code for a vacant standard position.

Prepare the same number of copies of <u>Form AD-332</u> as required for a new position. The information will be the same as that of record on master facsimile attachment and related position and code records furnished to NFC except:

Enter code 2 or 4 in block 6.

Enter the new title and/or series code in blocks 10 and 11.

Type the date the position was originally established in block 12. No initials will be typed in block 13.

Complete blocks 22-29 even though all entries, including position number, are repetitious of information in other blocks.

Include an explanatory statement under block 30, for example, "Title of (old title) and series code (old code) revised (date change effected) due to change in CSC position classification standards."

Employment Officer will sign in block 21, with the current date. The approval initials of a classification delegate are not required.

The NFC control copy is transmitted to NFC by Form AD-337, "Transmittal - Personnel and Payroll Forms." One copy to National Office.

1-14-77

The original is filed in manila folders prepared and filed under requirements of paragraph II A of FmHA Instruction 219.6. 2048-I.